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CODIB-D-19
22 September 1958

UNITED   STATES   INTELLIGENCE   BOARD

MEMORANDUM FOR: USIB Committee on Documentation

SUBJECT   : On Processing Intelligence Information

The attached is circulated for the information of the members

pursuant to discussion at the meeting on 16 September 1958 (CODIB-M-6,

item i.).

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Acting Chairman

Attachment

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ON PROCESSING INTELLIGENCE INFORMATION

By Paul A. Borel

Central Intelligence Agency

5 September 1958

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O N   P R O C E S S I N G   I N T E L L I G E N C E   I N F O R M A T I O N

C O N T E N T S

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TABS: "A" - Organization Chart of the CIA Office of Central Reference

       "B" - Notes on the Intellofax System

       "C" - Typical Questions Posed to Reference Staff,
             and Typical Reference Aids Produced

       "D" - Schematic of Complete Cycle Information
             Service

       "E" - Notes and Diagram on MINICARD System

       "F" - Excerpt of Machine Translation from Russian
             to English in Field of Chemistry

       "G" - Short Reading List on Developments in Field
             of Documentation of Interest to Intelligence

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8 September 1958

On Processing Intelligence Information

Paul A. Borel

1. The cycle of organizational activity for intelligence purposes
extends from the collection of selected information to its direct use
in reports prepared for policy makers. Between these beginning and end
activities there lie a number of functions which can be grouped under
the term information processing. These functions include the identifica-
tion, recording, organization, storage, recall, conversion into more
useful forms, synthesis and dissemination of the intellectual content
of the information collected. The ever mounting volume of information
produced and promptly wanted, and the high cost of performing these
manifold operations, are forcing a critical review of current practices
in the processing field.

2. To provide a focus for discussion of processing problems and
practices which merit particular attention, I suggest the following
questions:

   a. What are the critical factors in reconciling conflicts
      between the role of the field and that of headquarters
      in processing intelligence information?

   b. How can we resolve the conflicts between storing and
      retrieving information efficiently and doing so
      economically?

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<u>c</u>. What are the determinants of opting for centralized rather than decentralized reference service?

<u>d</u>. What are the key considerations in the relationship between the intelligence analyst and a central reference system; e.g., where does reference service stop and research begin?

<u>e</u>. To what extent should reference aids be produced in anticipation of prospective customer demand for reference service?

<u>f</u>. What progress is being made in solving documentation problems by machine application?

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